

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

28 January 2014

**\*AMENDED\***

**ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #14-007**  
**TITLE 32 USC SEC 502 (f)**

**POSITION:** Recruiting and Retention Superintendent

**LOCATION:** Joint Force Headquarters, Maine Air National Guard, Augusta, ME

**GRADE:** SMSgt/E8

**SALARY:** Full military pay and allowances, depending upon military grade and longevity of the applicant selected

**CLOSING DATE:** 14 February 2014

**AREA OF CONSIDERATION:** This position is open to currently assigned enlisted Maine Air National Guard AGRs, Technicians, or Traditional Guardsmen in the rank of MSgt/E7 – SMSgt/E8 qualified in AFSC 8R000. (Also meet Eligibility Requirements listed below).

**MILITARY ASSIGNMENT:** Selected applicant will be assigned to the Joint Force Headquarters, Maine Air National Guard, with duty station in Augusta, Maine. FAC- 16900. A Telework schedule may be allowed with this position subject to supervisory approval.

**ELIGIBILITY REQUIREMENT:** *AGR applicants* will:

- a. Have served at least 12 months in their current assignments unless TAG waives this requirement.
- b. Possess a military grade that is greater than the positions of the airmen he/she would supervise.
- c. Must have a minimum of two years experience in SDI 8R000 as a Recruiting Office Supervisor, Retention Office Manager, Recruiting and Retention NCO, In-Service Recruiter or any combination thereof, with a minimum of 18 months of ANG membership prior to assuming the RRS position.
- d. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Applicants must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.

e. Must possess an overall knowledge of ANG Recruiting and Retention Programs, and have demonstrated the capability of maintaining ANG recruiting/retention strength standards and goals with accomplished sales management ability.

f. Comply with military duty eligibility requirements in IAW ANGI 36-101.

g. Must be willing to work long, irregular hours, become involved in military and civic activities, and manage recruiting and retention programs that can withstand intense public scrutiny.

h. Must be a Senior Master Sergeant (E8) or a promotable Master Sergeant (E7) prior to assignment as a RRS.

i. Must have exhibited supervisory potential or demonstrated supervisory experience, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.

j. Completion of RRS 101 Course within one year of assignment.

k. Completion of the applicable coaching programs within one year of assignment is mandatory. If a prior service USAF or USAF Reserve recruiter: Completion of applicable sales training programs within one year of assignment to the RRS position is mandatory.

**LENGTH OF TOUR:** If the selected applicants are on AGR status, they will be reassigned but remain on AGR status until the end of their current tour. Extension beyond their current tour is contingent upon recommendation by their supervisor and final approval by the Adjutant General.

#### **HOW TO APPLY:**

a. MeSPM Form 35-03 (Application for ANG Full-Time Military Duty Assignment). ***Email applications are preferred and try to send as one attachment.*** The forms and job announcements may be found on the MENG web site at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the “Jobs” link. Select the “AGR” link to get a blank AGR application form.

**b. Current Report of Individual Person (RIP)**

**c. Current Resume**

**d. Most recent Report of Individual Fitness**

-Please submit your application one of the following three ways:

**1) Via Email to: [Ng.me.mearng.list.hro-agr-br@mail.mil](mailto:Ng.me.mearng.list.hro-agr-br@mail.mil). You will receive an email acknowledgement. Please send applications in one attachment.**

**All applications sent via Email must be sent as a full application in one attachment.**

**2) Via a non-government fax to HRO-AGR Office at 207-626-4246 or**

**3) Deliver in person or send by U.S. Mail to:**

**Department of Defense, Veterans & Emergency Management**

**ATTN: MENG- HRO-AGR**

**Camp Keyes, Augusta, ME 04333-0033**

**\*\*NOT LATER THAN THE CLOSING DATE\*\***

**Incomplete applications or applications received after the closing date will NOT be considered.** The use of government property, such as envelopes, postage or facsimile machines, to submit applications is prohibited. MENG-HRO-AGR may receive facsimiles sent from non-government facsimile machines. Email or the inter-office distribution system may be used (where no expense is incurred by the government). Be accurate and thorough on the MeSPM Form 35-03 as this is used to determine your qualifications.

**IT IS THE AIRMAN'S RESPONSIBILITY TO ENSURE THEIR APPLICATION IS COMPLETE.**

**DUTIES AND RESPONSIBILITIES:** PD: 16B10000

**APPOINTMENT:** These positions will be filled by qualified applicants as soon as possible. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

////////SIGNED////////  
MARK K. PERRY  
CW4, AG, MEARNG  
AGR Manager